



UNITED STATES MARINE CORPS
2D TRANSPORTATION SUPPORT BATTALION
PSC BOX 20188
CAMP LEJEUNE, NC 28542-0188

BnO 1700
S-1
31 Aug 16

BATTALION ORDER 1700

From: Commanding Officer, 2d Transportation Support Battalion
To: 2d Transportation Support Battalion

Subj: 2D TRANSPORTATION SUPPORT BATTALION REQUEST MAST PROCEDURES

Ref: (a) MCO 1700.23F
(b) NAVMC 1700.23F

Encl: (1) Command Specific Elements for Request Mast
(2) Command Routing Sheet
(3) NAVMC 11296

1. Situation. This order represents 2d Transportation Support Battalion (TSB) Initiating Directive for the Commandant's Request Mast Program in accordance with references (a) and (b).

2. Mission. To preserve the right of all Marines to directly communicate grievances to, or seek assistance from, their Commanding Officers as exercised through the formal process of Request Mast. Request mast as established in United States Navy Regulations (articles 0820c and 1151.1) and the Marine Corps Manual (paragraph 2805) included both the right of the Marine or Sailor to communicate with the commander, normally in person, and the requirement that the commander consider the matter and personally respond to the Marine or Sailor requesting mast.

3. Execution

a. Commander's Intent and Concept of Operation

(1) Commander's Intent. This order is to be utilized by all members of 2d TSB for the purpose of exercising Request Mast with the commanding officer/commanding general. Request Mast is not intended to be used for the purpose of harassment, avoiding assigned duties (such as field day), or intentionally interfering with the commander's ability to carry out the functions and mission of the command. Each intermediate commander to whom a request mast is presented shall attempt to resolve the Marine or Sailor's request mast issue, if revealed, without delay. This order will be published and all personnel will be informed of its contents.

(2) Concept of Operations. Request mast applications will be submitted in writing utilizing NAVMC form 11296 via the chain of command to the commander with whom the Request Mast is desired.

b. Coordinating Instruction. All members of 2d TSB exercising Request Mast shall do so utilizing the references, which describes the process and procedural aspects of Request Mast, and the enclosures, which describes the command's specific elements.

c. Tasks

(1) Sergeant Major

1. (a) Provide administrative assistance as delineated in enclosure
- (b) Ensure that this directive is a posted on all troop information boards and readily available to all personnel.
- (c) Facilitate the process of request mast applications addressed to the commanding officer for consideration.

(2) Subordinate Commanding Officers

- (a) Once published, ensure that the unit request mast initiating directive is posted on unit troop information boards, and readily available to all unit personnel.
- (b) Ensure that the information contained within the command specific elements is current.
- (c) Attempt to process and resolve a Marine or Sailor's request mast issue without delay. There should be no more than one working day delay from when the request is presented to when the Marine sees his/her commander.

(3) Officers In Charge/Staff Noncommissioned Officers In Charge

- (a) Ensure that all personnel are familiar with this directive and the associated command specific elements.
- (b) Facilitate getting Marines or Sailors in front of the commander in order to execute their right of request mast.

4. Administration and Logistics. All Request Masts will be maintained in the Battalion Request Mast binder with the sergeant major.

5. Command and Signal

- a. Command. This is applicable to all uniformed personnel of 2d TSB.
- b. Signal. This order is effective the date signed.


J. S. SATTELY

COMMAND SPECIFIC ELEMENTS PERTAINING TO REQUEST MAST

1. Unit/Command points of contact to initiate a request mast application:

a. Enlisted: Sergeant Major Robinson, Bldg 511, 910-449-9286.

b. Officer: Executive Officer, Major Groves, Bldg 511, 910-449-9762.

2. The TSB Request Mast Chain of Command is:

a. Marine or Sailor's Company Commander.

b. Marine or Sailor's Battalion Commander.

c. Marine or Sailor's Combat Logistics Regiment 2 Commander.

d. Commanding General, 2d Marine Logistics Group.

3. The following are considered to be units that fall under TSB for request mast purposes:

a. Headquarters and Service Company

b. Motor Transport Company

c. Support Comapny

d. Landing Support Company

4. The 2d Marine Logistics Group Command Inspector General is located in room 241, Bldg 316, Camp Lejeune, NC. Phone (910) 451-9761.

5. The Command Inspector General is tasked to review and make appropriate recommendations pertaining to request mast to the commanding general. Accordingly, please route all instances of request mast to the commanding general via the Assistant Chief of Staff, G-7 (Command Inspector). The command inspector may neither respond to nor deny a request mast on behalf of the commanding general, 2d Marine Logistics Group.

Request Mast Route Sheet

REQUEST MUST APPLICANT

RANK	NAME	UNIT	PHONE #	DATE
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COMPANY COMMANDER/OIC WITH NJP AUTHORITY REMARKS

[illegible]**COMPANY SENIOR ENLISTED (OPTIONAL)**

RANK	NAME	SIGNATURE	PHONE #	DATE

COMPANY COMMANDER'S REMARKS (REQUIRED)

RANK	NAME	SIGNATURE	PHONE #	DATE

BATTALION COMMANDER'S REMARKS

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BATTALION SERGEANT MAJOR (OPTIONAL)

RANK	NAME	SIGNATURE	PHONE#	DATE

BATTALION COMMANDER (REQUIRED)

RANK	NAME	SIGNATURE	PHONE #	DATE

Request Mast Route Sheet

REGIMENTAL COMMANDER'S REMARKS

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RANK	NAME	SIGNATURE	PHONE#	DATE
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RANK	NAME	SIGNATURE	PHONE#	DATE
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[illegible]

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RANK	NAME	SIGNATURE	PHONE #	DATE
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RANK	NAME	SIGNATURE	PHONE#	DATE
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MARINE CORPS REQUEST MAST APPLICATION

NAVMC 11296 (Rev. 6-97)

SN: 0000-00-888-0350 U/I: EA

PRIVACY ACT STATEMENT

Authority: Title 5, U. S. Code 301; Title 10, USC Section 5013

Principal Purpose: Formal filing of complaints/problems to command personnel.

Routine Uses: To provide a record to facilitate personnel management actions and decisions; to serve as a data source for complaint/problem information and resolution efforts.

Disclosure: Disclosure is voluntary. Failure to complete the requested items could result in delayed command action and/or an inaccurate/incomplete analysis of the complaint/problem.

PART I TO BE COMPLETED BY THE APPLICANT

1. NAME:	2. RANK:	3. SSN:
4. UNIT:	5. RACE/ETHNIC GROUP:	
6. GENDER:	7. DATE:	

8a. I desire to Request Mast with: (Provide the name and billet of the Commanding Officer with whom you desire to communicate.):

8b. NATURE OF COMPLAINT/PROBLEM: (Give in as much detail as possible the basis of your complaint; describe the incident(s)/behavior(s) and date(s) of the occurrence(s); the names of the individuals involved, witnesses and to whom it may have been previously reported. Include any other information relevant to your complaint/problem. Attach additional sheets, as needed).

8c. REQUESTED REMEDY/OUTCOME: (Clearly state what assistance or complaint resolution you are seeking from the commanding officer named in 8a above.)

9. AFFIDAVIT

I, _____, have read this statement which begins in Block 8b on this page (page 1) and ends on page _____. I fully understand the statement made by me and certify the statement is true. I have initialed all corrections. I make this formal statement without threat of punishment and without coercion, unlawful influence, or unlawful inducement.

(SIGNATURE OF APPLICANT/DATE)

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PART II: TO BE COMPLETED BY THE OFFICER CONDUCTING REQUEST MAST

10. DISPOSITION: (Provide a detailed explanation of actions taken or attempted to resolve the complaint/problem, to include any other referrals. If an inquiry/investigation was initiated as a result of this complaint, provide the type conducted and the results. Attach additional sheets as necessary.)

COMMANDING OFFICER SIGNATURE/DATE

PART III: APPLICANT'S ACKNOWLEDGMENT OF REQUEST MAST

(Applicant should initial/complete the appropriate statement(s))

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a and understand the disposition or probable disposition of my problem/complaint.

_____ I have had the opportunity to communicate directly with _____
(name and billet of commanding officer subordinate to officer named in Block 8a), understand the disposition or probable disposition of my problem/complaint, and voluntarily withdraw this Request Mast.

_____ I have not had the opportunity to communicate directly with my Commanding Officer named in Block 8a.

_____ I have had the opportunity to communicate directly with my Commanding Officer named in Block 8a but have not been informed of the disposition or probable disposition of my problem/complaint.

WITNESS' SIGNATURE/DATE

APPLICANT'S SIGNATURE/DATE